



Centralized Accounting and Payroll/Personnel System

# Time & Labor Fluid Changes

## T & L Special Sessions Recap

May 24, 2022

# Time & Labor Fluid Changes

- **Fluid Timesheet**

Will retire the custom timesheet and use the delivered **fluid timesheet** for employees, managers, time administrators and *Time & Labor* (TL) superusers.

Reference: **SR 31678**

- **Fluid Reported Time Approvals**

Along with the implementation of the fluid timesheet, *Approval Workflow Engine* (AWE) will be implemented for the routing of approvals when an employee enters time. Reference: **SR 32097**

- **Fluid Time and Labor WorkCenter**

Will use *WorkCenters* to organize and provide quick navigation to various TL pages and components. The new TL *WorkCenter* will be available for managers, time administrators and TL superusers.

Reference: **SR 31679**

# Time & Labor Fluid Changes continued...

- **Fluid Manage Exceptions**

*Fluid Manage Exceptions* will become available for time administrators and superusers.

Reference: **SR 31683**

- **Time Summary and Time Calendar Views**

These views are delivered pages/components that allow various views into *Reported Time* and *Payable Time* for a selected employee.

Reference: **SR 32098**

## Time in a Needs Approval (NA) Status

In preparation for the new timesheet/approval process going live on July 1, 2022, all time in NA status must be evaluated and approved. This will be accomplished in **4 stages**, starting with oldest entries first.

- **Stage 1:** Older than 90 days. Due date was March 8, 2022.
- **Stage 2:** 90–60 days — This list contained Stage 1 plus Stage 2 time in NA status. Due date was April 8, 2022.
- **Stage 3:** 60–30 days — This list contained Stage 1, Stage 2, plus Stage 3 time in NA status. Due date was May 13, 2022.
- **Stage 4: Current Month** — This list contains Stage 1, Stage 2 plus Stage 3 time in NA status. **Due date is Jun 10, 2022.**

## Cut-Off Date for All Timesheet Entries

- All NA entries need to be addressed by June 27, 2022.
- All time for the month of June should be submitted and approved by June 30, 2022.
- Any additional timesheet entries will need to be entered after the system comes up on July 5, 2022.



# Thank You!

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